

4 MAY 1967

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4 MAY 1967

Dr. Robert H. Bahrner
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D.C. 20408

Dear Dr. Bahrner:

Thank you for the opportunity to review the March 6, 1967 draft of the revised U.S. Government Correspondence Manual.

We find the draft to be quite readable, and your proposal to eliminate specialized material and to give the typist only what she needs in a simple and concise style seems to be an excellent approach. We also agree with omitting those items that would automatically be supplemented by individual agencies in order to provide for varied types of communications requiring special controls and procedures.

The opportunity you have offered us to make substantive comment is appreciated, but the specialized nature of much of our correspondence leads us to the conclusion that we cannot really offer constructive suggestions which might be generally applicable to other Government agencies.

Sincerely,

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RHW:jms (25 Apr 67)

Rewritten: EO-DD/S: VRT:dlk (3 May 67)

Distribution:

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DRAFT

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

Trickle -
24 APR 67 25X1A

Robert H. Bahmer
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D.C. 20408

Dear Dr. Bahmer:

I appreciate the opportunity to review the March 6, 1967 draft of the revised U.S. Government Correspondence Manual.

No doubt, agencies using the proposed procedures will benefit. We have no comments or recommendations concerning the substantive content of the proposed Correspondence Manual.

In response to your request for comments as to how well this manual fits our needs:

a. The types of correspondence covered in Part I of the Government manual differ from the specialized types of communications required in this agency. Although the manual is intended for government-wide usage some agencies will require supplementary manuals tailored for their specific needs

b. We will be interested in obtaining copies of Part II, "Style Practices" from your manual to circularize in the Agency.

Thank you again. I feel certain your manual will be well received government-wide and rewardingly used.

Sincerely,

R.L. BANNERMAN
Deputy Director
for Support